

1973

## National Museum Act Program (1973-1974): Report 01

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NATIONAL MUSEUM ACT PROGRAM

Program Guidelines

FY 1974

(July 1, 1973 - June 30, 1974)

Administered by

Office of Museum Programs

Smithsonian Institution

Washington, D. C.

Issued: March, 1973

## THE NATIONAL MUSEUM ACT

...a professional assistance program

Under the provisions and legislation of the National Museum Act funds are available on a non-matching basis to support specific projects which advance the museum profession, at large, either through training, research or publication. Every project funded by the program must clearly describe how it will upgrade the museum profession -- its techniques, approaches, and methods.

Grants are not available to underwrite the cost of construction of buildings or physical facilities, the purchase of equipment or acquisitions, or for the general operating expenses of a museum or organization.

The major objective of the National Museum Act is to provide professional assistance to museum personnel. Unlike other grant programs, funds can not be used to support projects which are operated for the benefit of the general public, such as museum exhibitions, catalogues, museum classes, etc. Secondly, projects which involve and assist an individual museum in sustaining in-house activities are ineligible. Salaries for personnel, conservation costs, and planning studies for physical facilities and museum services can not be funded.

Organizations, museums, universities, and colleges, who have the facilities and staff to undertake programs which can train museum personnel (new and old), conduct research studies in museum practices and technical areas, or prepare publications are invited to apply for funds as listed and described in the program announcement of the guidelines.

## GENERAL INFORMATION

The following are a few basic facts on the program and its administration.

1. Grants are made on a non-matching basis. However, applicants are urged to list the funds and resources their organization is committing towards the successful completion of the project.
2. There are no restrictions on the duration of a project. The grant period should reflect a reasonable time for satisfactory execution of the program goals. Generally, a program does not exceed one year, but if a program does require several years, the budget and program objectives should be divided and developed on an annual basis (1st year, 2nd year, etc.). Normally funds will be awarded for one year at a time.
3. Any museum, institution, organization, university and college is eligible to apply for grant support.
4. Grants can not be awarded for the general operating costs of an organization.
5. Grants can not be applied towards the cost of constructing and renovating physical facilities.
6. Grants are not available for the purchase of equipment and/or acquisitions.
7. Funds can not be allowed for the purchase of equipment required to execute a project. The purchase of necessary equipment for a project represents a contribution of the applicant's organization to the program.

### Application Procedures

1. All requests for funds must use the "Application for Project Support".
2. Please provide all information requested. Failure to do so may result in delays in reviewing your proposal.
3. The authorizing official must be an officer of your organization (preferably the President or Chairman).
4. The Project Director usually has the chief responsibility for the project.
5. The project summary should be brief and concise. All specific details must be included in the space provided.
6. If you submit additional information, please accompany supplementary pages (8 1/2" X 11") with the application.
7. Please do not bind applications in folders, covers, etc.
8. If you wish to submit photos, one set will be sufficient.
9. Budget estimates should include all costs of the project in the detail indicated on the application form.
10. If the project generates any revenue, the income must be applied towards the project expenses.

## Application Procedures (Cont'd)

11. The NMA program permits indirect costs to be included in a grant request. These rates should reflect an appropriate proportion of the operational costs to sustain each project of the applicant's organization. Indirect costs, unlike direct costs, can not be invoiced separately, but represent a fair share of the operational costs for an organization. There are several means of establishing a rate. If you request these costs, please do not assume that your indirect rate will be automatically accepted. You may be requested to substantiate your calculations.
12. Submission of Proposals: Each applicant is requested to submit twenty (20) copies of the proposal. The applications should be addressed to:  
  
Mr. Frederick Schmid  
Assistant Director  
Office of Museum Programs  
Smithsonian Institution  
Washington, D. C.  
20560
13. Deadlines: Proposals must be received by the Office of Museum Programs no later than the deadline for a specific program area as indicated in the program description. Special Programs may be submitted any-time during the year; however, each applicant should allow at least six (6) months from date of submission to the proposed starting date of project.
14. If you wish to call, telephone us at 202/381-6581.

## Application Review Procedures

1. The NMA staff reviews all applications.
2. The staff refers all applications to the Advisory Council for the National Museum Act.
3. Upon recommendations of the Advisory Council and action by the Secretary of the Smithsonian Institution, applicants will be notified by mail. No decisions on applications will be given over the phone.

## PROGRAM ANNOUNCEMENTS

### I Travel Grants for Beginning Professionals

Deadline: April 1, 1973

A number of travel grants up to \$1,500 are available to beginning museum professionals, who have been in the profession and gainfully employed consecutively for not more than four (4) years and not less than one (1) year.

The objective of this program is to provide individuals with the opportunity to broaden their scope of knowledge and acquaint themselves with specific operations in other museums and institutions.

Funds are to be used exclusively to defray travel and subsistence. The applicant's employer is expected to continue to pay the salary of the applicant for the duration of the travel program. Indirect costs are not allowable in this program.

Funds may not be used for tuition or to support the attendance at workshops, seminars or other formal programs.

Funds may not be used in conjunction with developing or sustaining specific programs for a museum such as an exhibition or catalogue.

Each applicant must provide: (1) a vita, (2) a travel itinerary, (3) a statement outlining the goals, (4) two letters of recommendation which should be sent directly to the Office of Museum Programs.

## II Seminar/Workshop Training Program

Deadline: October 1, 1973

Funds are available to support workshops and seminars for museum professionals. The need for in-service training opportunities ranks high among the national priorities. The content of the workshops may cover all fields of museum work such as exhibit techniques, conservation practices and problems, general administration and management of museums, collection management, program development, curatorial practices, educational programming, instructional services, and communication studies and methods. The level of the workshops may be directed at generalists or specialists. The geographic area from which the participants would be drawn should be substantially wider than the immediate or local area of the applicant.

Each application should include: (1) the number of participants that will be accommodated, (2) where the participants will be drawn from, (3) their professional background and level, (4) the qualifications for eligibility in the workshop, (5) the faculty and their qualifications, (6) the location of the workshop, (7) a statement outlining the program of the seminar and its educational objectives, and (8) the method employed in evaluating the results and effectiveness of the training session.

If tuition or an admission charge is made, please indicate the amount of the fee, and apply these fees towards the expenses of the program.



### III Stipend Support for Graduate/Professional Training and Internships

Deadline: January 1, 1974

Stipend support funds for graduate/professional training are available. Applicants may be museums, universities, or museum/university joint projects which provide advanced training for persons seeking graduate training or advanced pre/post doctoral work.

Please include information on your overall training program, its history, course outline, facilities, and faculty.

Each application should indicate: (1) the number of stipends to be offered, (2) the method used in seeking candidates, (3) qualifications for eligibility, (4) the method of selecting the interns, (5) if work is to be required which is connected with the stipend, please indicate the nature of the work, (6) amount of the stipend support to be awarded to the students -- and if the amount varies, please provide the procedures upon which the amounts are to be determined, and (7) the method to be employed in evaluating the results of the work accomplished if the stipend supported an internship.

Indirect costs are not available under this program.

#### IV Stipend Support for Students from Minority Groups

Deadline: January 1, 1974

Funds are available to encourage the training of persons from minority groups on the undergraduate, graduate, and/or professional levels. Existing training programs in museum studies who wish to seek funds to support students from minority groups are eligible to apply.

Each application should include: (1) the number of stipends to be offered, (2) method used in recruiting minority students, (3) qualifications for eligibility, (4) method used to select students, (5) if work is to be required which is connected with the stipend, please indicate the nature of the work, (6) amount of the stipend support to be awarded to the students -- and if the amount varies, please provide the procedures upon which the amounts are to be determined, and (7) the method to be employed in evaluating the results of the work accomplished if the stipend supported an internship.

Indirect costs are not allowable in this program.

V Training Programs for Persons from Minority Groups

Deadline: January 1, 1974

Funds are available to support the establishment and/or sustaining of training programs on the undergraduate, graduate, and professional levels specifically designed and developed for minority groups.

Applicants are invited to submit proposals which clearly outline (1) the goals and scope of the training program, (2) the number of students to be trained, (3) the method used in the recruitment of the students from minority groups, (4) the basis upon which students will be selected for the program, (5) job opportunities after training, and (6) placement assistance for the students.

Please provide a statement outlining the special aspects of your organization which enable you to offer the above training program.

Please give special attention in describing how the future financing of this training program will be achieved.

## VI Research in Conservation Techniques and Materials

Deadline: April 1, 1973

The National Museum Act program offers funds to support research projects in conservation techniques and materials used in conservation of museum objects. The future of conservation in museums greatly depends upon the development of new and improved scientific techniques used in conservation laboratories.

Each application should include a statement of the research problem, the experimental method to be used and the possible application of the results.

The request for funds should not exceed \$15,000.

## VII Research in Interpretive Methods and Approaches

Deadline: April 1, 1973

The National Museum Act program does not support the operation of public-oriented programs; however, funds to support research projects which explore the methods, techniques, approaches, and effectiveness of exhibitions and instructional services and programs of museums are available.

Each application should include (1) a statement of the research problem, (2) the experimental design to be used and (3) the possible application of the results.

### VIII Publication Program and Support

Deadline: October 1, 1973

Support to underwrite the costs of the preparation and writing of manuscripts is offered. The content and subject of the publication may be in any area of museum practices, but it must be concerned with professional matters. In addition, the publication must be directed towards museum personnel and students in museum studies.

Funds are not available to support publications on exhibitions or collection catalogues. Also, support is not available to establish or sustain the publication of serials or periodicals.

Each applicant is requested to include information on the following: (1) the author or editor, his background and experience (please give special attention to his unique qualifications enabling him to undertake this publication), (2) the basic format and design of the publication, (3) the cost of the publication, (4) the number of copies to be printed, (5) the tentative date of publication, (6) the estimated price of the publication if sold, (7) if not to be sold, the method of circulation, (8) the publisher, (9) the review procedures and reviewers of the manuscript before publication, and (10) the source of funds to print the publication.

Funds from this program are not available to underwrite the cost of manufacturing the publication.

## IX Professional Assistance Programs

Deadline: July 1, 1973

One of the major objectives of the National Museum Act program is to provide technical aid and assistance to museums throughout the United States. The needs are great and the demands continue to grow. Funds to support projects which provide technical training, information, consultation, etc. especially to smaller organizations are available under this program.

Applicants, who wish to receive funds to partially support the establishment and/or sustain existing programs, should provide the following data: (1) a detailed description of the assistance program and related services, (2) who will be served, (3) approximate number of organizations to receive assistance, (4) how were the organizations identified, (5) how will organizations be selected in order to receive the service, (6) how was the need for this service established, (7) describe the support of the recipients for this service, (8) outline the unique qualifications enabling your organization to provide the service, and (9) method to be used in evaluating the effectiveness of the assistance.

X Special Studies Program

Deadline: Application accepted throughout the entire year

The Advisory Council recognizes the fact that many areas within the museum profession need assistance and aid. Most often these critical areas require careful study and analysis. Funds to undertake special projects are offered.

Each applicant should provide: (1) a statement outlining the problem, (2) a study plan, (3) a statement discussing the special qualifications enabling the applicant to successfully complete the project, (4) the possible results and their application and (5) the dissemination of the findings.

The following topics are illustrative of the special studies -- research and development in

new methods and approaches to exhibit design and construction

management and administrative systems

systems of cataloging and accessioning museum collections

new forms of interpretative approaches

methods of storing and handling objects

archival and library management